

# Family Educational Rights & Privacy Act of 1974 and Release of Student Information

Copies of Board Policy 501 and the related Guidelines regarding the Act may be obtained via the College website. The following summarizes the provisions of the Act and subsequent amendments:

- Students have the right to inspect and review their education records. MCC will grant students the right to inspect their education records within 45 days of the request. Students do not have the right to inspect confidential letters and statements of recommendation put in their file prior to 1/1/75, to parents' financial records, or to confidential letters or recommendations (for which they have signed a waiver) with respect to admission, application for employment, or receipt of an honor.
- Students have the right to seek amendment of the content of their education records regarding the accuracy of such records and whether the records are misleading or constitute a violation of their privacy rights. This procedure may involve a hearing on the correction or deletion of allegedly inaccurate, misleading, or inappropriate data and the opportunity for students to insert in their records a written explanation of the contents of the records.

Except as provided for within the Act, personal identifiable information about students in education records cannot be released without written consent. The College may release "directory information" without written consent unless the student specifically requests that such information not be released. Directory information includes the student's name, degree, diplomas, certificates earned and awards (e.g. Dean's List), dates of attendance, enrollment status (full-time, part-time, not enrolled, freshmen/sophomore), participation in officially recognized activities, participation in officially recognized sports, height and weight of members of athletic teams, and hometown. Students may indicate a preference that any or all of this information not be released by submitting a written request to the Registrar's Office within the first 30 calendar days of the beginning of each term or within the first five calendar days for each summer term. If a student elects to have directory information remain confidential, no information will be released without consent.

The College will maintain a record of access to students' education records. This record is accessible only to the student and the staff in the Student Services Office, or as provided for in the Act. The record of access will not apply to access of education records by MCC officials (may include a person employed by IVCCD in an administrative, supervisory, academic, or support staff position; or a member of the Board of Directors; or a contractor, consultant, or volunteer to whom IVCCD has outsourced institutional services or functions, in accordance with the conditions of FERPA) with a legitimate educational interest (if review of the record is needed for the official to fulfill his or her professional responsibilities for IVCCD) and as otherwise provided in the Act.

Students may request and receive unofficial copies of all or part of their education records. Students can access unofficial copies through their student account. Students have the right to request and receive a response that will explain or interpret their education records.

The College forwards records on request to a school in which a student seeks or intends to enroll, or is enrolled, for enrollment/transfer purposes. Complaints concerning alleged violations of the Act may be made with the College and/or the federal Family Policy Compliance Office of the U.S. Dept. of Education, 400 Maryland Ave. SW, Washington, D.C. 20202.